

## Anti-Harassment Policy

All employees are entitled to a harassment free environment in their workplace and L R HELICOPTERS INC. will make every reasonable effort to ensure that no employee is subjected to harassment while employed at L R HELICOPTERS INC.

L R HELICOPTERS INC. employees will not tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of an individual, or which creates an intimidating, hostile or offensive environment.

Harassment is not a joke. It is an expression of perceived power by the harasser over another person, usually for reasons over which the victim has little or no control. Prohibited grounds under the various Human Rights Codes can include sex, race, age, marital status, sexual orientation, gender identity, disability, political or religious beliefs, and place of national origin.

Harassment can be defined as any action (verbal, psychological or physical) on a single or repeated basis which humiliates, insults, offends or degrades and is known or ought reasonably to be known to be unwelcome by the victim of the harassment.

Harassment can include but is not limited to: unwanted comments, slurs, racist or sexist jokes, pictures or posters, bullying or intimidation, graffiti, physical contact of any kind, remarks about a person's appearance or personal life, unwelcome sexual advances or demands, suggestive looks or gestures.

All incidents of harassment must be reported to the Operations Manager, the SMS Coordinator or H&S Representative. All information in the harassment reports will remain in strict confidence and shall not be disclosed except where disclosure is necessary for the purpose of investigating the incident or taking disciplinary actions.

L R HELICOPTERS INC. takes harassment complaints seriously. Complaints of harassment by L R HELICOPTERS INC. employees will be investigated by L R HELICOPTERS INC. management, for any necessary follow-up. A substantiated complaint will result in disciplinary action taken by L R HELICOPTERS INC., up to and including termination. Substantiated complaints shall be forwarded to the Canadian Human Rights Commission for further investigation, disciplinary action and possible redress for the complainant.

***At no time shall any L R HELICOPTERS INC. company policy in any company manual take precedence over applicable government legislation, with which all workers should be familiar.***

Luca Ribetti  
Accountable Executive / Operations Manager